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CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 November 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 13 - 19 November 1956

1. Numbers in Clerical Induction Training. During the week of 13 November there were 68 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 13 November.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 13 November were as follows:

	Tested	Qualified
Shorthand	6	1
Typewriting	9	5

4. Clerical Refresher #64 Begins. Clerical Refresher #64 began on Monday, 19 November with 51 students enrolled from the following Agency components: DDP, 17; DDS, 20; DDI, 14.

5. Training Officer to Audit Course. Arrangements have been made for Miss Dorothy Dockterman, Training Officer from United States Information Agency, to audit the Gregg Shorthand Theory Review class in Clerical Refresher Training. The class is held daily for 1½ hours for a period of four weeks.

6. IBM Executive Typewriter Proficiency Program. The Clerical Training staff has secured the services of Miss Margaret Duane, Educational Representative Electric Typewriter Division, from the International Business Machines Company for a special "training clinic" in the use of the IBM Executive Typewriter. Plans are being made to have Miss Duane conduct two training sessions in the Clerical Refresher Training classrooms in Alcott Hall. The demonstration and instruction is scheduled for 17 December 1956.

7. Special Trainee. To be more useful as a card punch operator, Clerical Refresher is training Mr. [redacted] in the touch system of the typewriter keyboard and the proper techniques attendant to it. He will be tutored from 13 November to 30 November 1956. 25X1

25 YEAR RE-REVIEW

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8. Pattern of Clerical Orientation Training Attendance. During the 18 weeks since the middle of July the number of trainees in the Clerical Orientation course has averaged 32 people each week.

There was an abrupt change this last week when there were no trainees eligible for assignment. Consequently, the course was cancelled. The Personnel Office informs us, however, that the numbers will be back to capacity on 27 November.

25X1

OTR/CT:MAH:jdm (20 November 1956)

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